Financial Package Selection Request for Information

April 12, 2004

COX COMMUNICATIONS

GOVERNMENT EXHIBIT
P0084

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RFI Table of Contents

1. Administrative Details

A. Introduction

Cox Communications (CCI) has retained Cap Gemini Telecom Media & Networks US (CGE&Y) to assist with its ERP system replacement project to achieve the following objectives:

- Replace CCI's current JD Edwards package with a new software platform,
- Replace CCI's current AS400 environment with a new technology platform,
- Provide better information to support CCI's business strategy, decision-making, and reporting needs,
- Support Corporate reporting and closing of the books during a phased implementation and roll out, and
- Set the groundwork for the evolution of CCI's future processes including demand planning and forecasting, strategic sourcing, e-procurement, vendor collaboration, etc.

To support the initial phase of this initiative, CCI has requested CGE&Y to facilitate the ERP package selection process. The package selection is between two leading packages – Oracle and PeopleSoft.

At this time, CCI is soliciting proposals for the selection of an ERP system solution that provides "Best in Class" overall functionality. CCI will also evaluate the most cost effective solution. The purpose of this Request for Information (RFI) is to describe key CCI requirements, and to provide instructions for the preparation of a proposal in response to them. It does not constitute an offer to contract, but instead seeks to establish a common framework by which agreement may be reached.

The information requested will provide CCI with the background as to why you are uniquely qualified to provide the ERP software products to support this implementation. CCI and CGE&Y will maintain all the information that you designate as confidential in your proposal response as confidential.

While we are requesting certain specific information in this RFI, please include all information that you believe is required to complete your response to the RFI.

This RFI also details how vendors should respond, explains the structure of the process, and details the limitations imposed.

We look forward to your response and to the potential of creating a strong business relationship.

B. Contractual Obligations

This RFI does not constitute, and should not be interpreted as, a binding contract between CCI and any of the vendors to whom it will be sent, or any other party. The submission of a proposal to CCI, and subsequent evaluation of that proposal by CCI also does not constitute any kind of contract, even if all of the requirements stated in this RFI are fully met. Only the due execution, by CCI, of a written contract will obligate CCI in accordance with the terms and conditions contained in such a contract.

It should be clearly understood that your response to this RFI constitutes an offer to do business on the terms stated in your response. You understand that CCI may, at its option, incorporate all or any part of your response to this RFI in the contract that will ultimately govern the rights and obligations of the parties.

CCI reserves the right to accept or reject any responses to this RFI and to enter into discussions and/or negotiations with more than one qualified vendor at the same time, should such action be determined to be in the best interest of CCI.

This RFI does not commit CCI to pay any expenses incurred by you in the preparation of your response. All responses to this RFI shall become the property of CCI.

C. Proposal Responses

Please submit an electronic copy of your proposal response to the individuals named below, signed by an authorized representative of your organization. Please review section 3 for proposal guidelines and format details.

All submissions must be received by ~~5pm (ET) on April 16, 2004~~,end of day on Monday, April 19, 2004. Any submission received after that time will not be accepted. Any request for an extension to the deadline must be made in writing, setting forth the reasons for the requested extension. Any such extensions shall be granted solely at the discretion of CCI.

Vendors should each submit only one proposal, in final form. CCI does not wish to review multiple draft proposals, and these will not be accepted.

Your proposal should be submitted to:

ProjectCornerStone@cox.com

D. Items Requiring Clarification

If, in the judgment of any vendor, any item in this document is unclear or ambiguous, or if there are questions about the RFI or your responses, please submit your requests in writing via e-mail, so that we can document all questions and responses.

Requests for additional information or clarification for information contained in the RFI should be emailed to Mark McGuire.

The following email addresses must be used for all correspondences and requests for information associated with this RFI.

To :	Mark McGuire:	mark.mcguire2@cox.com
cc.:	Wendy Halsey:	wendy.halsey@cgey.com

E. Proposal Content

Each vendor should ensure that the proposal they submit is complete and addresses all items in this RFI.

CCI does expect vendors to be able to provide their own solutions to all of the problems discussed in this RFI. In the case where a vendor does not have their own solution, CCI encourages the vendor to act in the role of a Primary Supplier and propose the use of third party products, but remain primarily responsible for the solution.

In the case where vendors are unable or unwilling to provide any solution to a particular problem, this must be clearly stated in the proposal. In general, all of the requirements discussed in this RFI are mandatory and must be met. Failure to meet specific requirements may exclude a vendor's proposal from further consideration.

Vendors are strongly encouraged to model the structure of proposals on this RFI. In all cases, where specific requirements are described in this RFI, vendors should ensure that proposals reference each particular point, by number.

Vendors should ensure that they provide detailed costs for all elements of their proposal. The cost figures should be broken down so that CCI can understand how the final figures were derived. If a vendor does not recommend a single solution to a particular requirement, but instead proposes two or more alternative solutions, then the figures provided should give the costs for each solution. (Notice that in this case, vendors should still provide a recommendation as to the preferred option, giving reasons why.) The final total however, must reflect one of the recommended solutions, and vendors must show which one they have included.

F. Authorized Representative of Vendor

The Vendor will provide the name, title, address and telephone number of the individual with the authority to negotiate and contractually bind CCI, and who should be contacted during the proposal evaluation period. ***The Vendor's proposal must be submitted by an authorized officer of the Vendor.***

G. Proposal Evaluation

Proposals will be evaluated and ranked by a selection team, designated by CCI, and will use the information submitted in the proposals, shown during product demonstrations, and provided by your reference sources. CCI will review each RFI response to determine the best overall bid. Each proposal will be evaluated impartially against the same set of criteria. Selection criteria includes, but not necessarily limited to: quality of vendor, quality of software, functional and technical fit, ability to address specific issues outlined in this RFI, vendor's pricing model, training credits, references, and other cost-related factors. The RFI evaluation process will consist of a review of each RFI response, package demonstrations, reference verification, price negotiation, and conclude with package selection recommendation.

Once proposals have been submitted, vendors should not contact CCI or CGE&Y while the evaluation process is underway. Upon completion of the evaluation, vendors will be informed of the status of their proposal.

H. Package Demonstrations

You will be provided with an opportunity to demonstrate your ERP solution at package demonstration sessions scheduled April 28, 2004. The vendor package demonstration sessions are not to exceed four hours in duration. The specific business scenarios that CCI wants you to address and / or demonstrate are included in Appendix C. *Failure to demonstrate the specific scenarios requested may result in disqualification of the vendor.* The logistics for the demonstrations are as follows:

Location:	Cap Gemini Ernst & Young Accelerated Solutions Environment, South Pointe I Building 2350 Corporate Park Drive Herndon VA 20170 Phone: 703-481-6455
Date, Time:	April 28, 2004, 8am – 12noon (PeopleSoft)
Date, Time:	April 28, 2004, 1pm – 5pm (Oracle)

- Contact: Thomas Kehner – thomas.kehner@cgey.com, 404-541-8411
- Vendors will be provided with access the to internet
- Vendors will be expected to test connectivity at the ASE on the afternoon of Monday, April 26, 2004, between 1-9pm – contact Thomas Kehner to arrange time for equipment testing and discuss room layout, special needs for the sessions.
- CGE&Y will provide projectors.
- Vendors will have four-hour blocks of time to present the scenarios outlined within this document. We require the following format to most effectively utilize the time available and cover the scenarios:
    - Group Session

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- Product overview
- Key features/navigation
- Business intelligence and reporting features

- Breakout Session 1: Supply Chain Management (Purchasing / Inventory)
- Breakout Session 2: Project Accounting, Project Budgeting, and Fixed Assets
- Breakout Session 3: General Ledger, Accounts Payable, Accounts Receivable, Expense Processing and Financial Reporting

- The three breakout sessions will be conducted in parallel. Vendors are required, at minimum, to demonstrate the scenarios contained in Appendix C.
- Please leave 15-20 minutes at the end of each break-out session for Q&A following the scenario presentations.
- CCI Package Selection Team Members will score each scenario based on Evaluation Criteria established prior to the sessions. Scoring will be consolidated and added to an evaluation of written responses and other considerations (including total cost of ownership) to assist in the selection of a package.
- Each vendor should arrive at the site prepared to demonstrate and answer questions pertaining to all scenarios identified within this document.
- Each vendor should provide sample hard copies of standard reports in a report book format as well as the specific report samples requested in the demonstrations.
- **Vendors must complete each scenario using ONLY standard functionality available with each application "As-Is". No customized programs or code should be utilized during demonstrations, unless otherwise indicated in Appendix C.**
- **Vendors are encouraged to create demonstration data and scenarios based on information provided by CCI, information from prior discussions and based on knowledge of their industry.**
- **No additional applications should be demonstrated outside the ones requested without specifically stating the need for the additional module.**

I. Confidentiality

The information in this RFI, and the issuance of the RFI itself is confidential and proprietary. Disclosure, transmission, copying or use by you or third parties could be damaging to CCI. You are therefore required to maintain the confidentiality and secrecy of the information and this RFI. Your company will not make reference to CCI, its subsidiaries and affiliates, without CCI's express written permission.

The information in this RFI and in any responses to questions from vendors may be made available to only those employees who need to know the information in order to prepare the response. You will not publish, disclose or divulge to any person, firm or corporation, or use directly or indirectly for your own benefit or the benefit of any other person, firm or corporation, any of the information made available to you. In addition, you will take such precautions as are necessary to prevent dissemination of the information to others.

In the event that you elect not to respond to this RFI, then the restrictions shall continue to apply to the use or disclosure of this information. Additionally, you shall immediately return the RFI, certifying in writing to CCI that all copies have been returned to CCI and that no information therein was copied.

J. Effective Dates of Bid

All information submitted including pricing will remain valid and applicable for a minimum of 120 days from the date your proposal is received by CCI, or until contract negotiations are successfully completed.

K. Marketing References

Your firm cannot make any reference to CCI, any of its subsidiaries and affiliates in any literature, promotional material, brochures or sales presentations without the express written consent of CCI.

2. OVERVIEW

A. Background

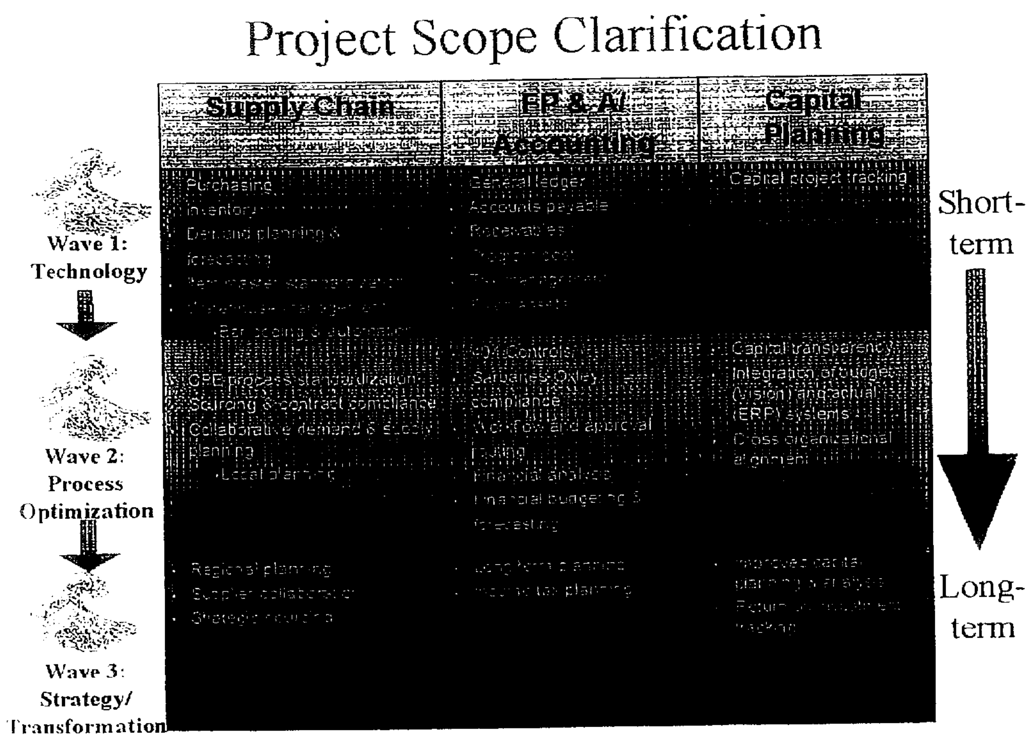
CCI will select and implement an ERP system that will provide the basis for the evolution of CCI processes and technology to meet their future financial and supply chain goals.

The ERP solution will initially support CCI business processes in the areas of:

- General Ledger,
- Accounts Payable,
- Time & Expense,
- Accounts Receivable
- Fixed Assets,
- Capital Project Management and Budgeting,
- Purchasing,
- Inventory Control / Warehouse Management, and
- Financial Reporting and Ad-hoc Queries

During the evaluation process CCI may determine that one or more of these application modules is not required to support the implementation and may be removed from consideration.

In addition, the initial ERP implementation is considered the first wave of an overall CCI process evolution. CCI requires a package that can evolve with them to meet their long-term goals. The diagram below provides a general overview of the additional scope that the package will be expected to support in the future. Responses should not only address the scope of Wave 1 but also describe in detail how the ERP solution can support CCI's long-term growth.



B. Objectives and Scope

The objective and scope of this RFI is to identify and select a financial application package software solution that will enable CCI to implement a single application solution that will support company-wide financial and supply chain operations in a decentralized environment.

C. Organization Scope

The following CCI business units are in scope for this financial system implementation:

- 23 Locations (cable system operators across the United States)
- 1 Corporate Office (Atlanta, GA)

The application modules has been estimated as follows:

- General Ledger
- Accounts Payable
- Expense
- Accounts Receivable
- Fixed Assets
- Projects
- Purchasing

- Inventory
- Warehouse Management
- EDI or API

Volume metrics are provided below:

The estimated monthly volume of manual journal entries to be processed:	5000
Percentage of manual journal entries to total lines per month	40%
The estimated GL users:	500
The estimated monthly volume of invoices processed:	8400
The estimated monthly expense users:	400
The estimate of current open projects at any time	8000
The estimated monthly volume of Requisitions / Purchase Orders:	3250
The estimated monthly volume of Inventory Material Requests:	19500

D. Currency and Language Support

CCI business operations require the support of one functional currency, US Dollars. All financial consolidations, budgeting and forecasting will be in US Dollars. The business language for all CCI business units is US English.

E. Operational Support

CCI will provide operations support in a single data center, located in Atlanta, GA, that will host a single implementation of the application modules under consideration.

3. PROPOSAL GUIDELINES & REQUIRED FORMAT

A. Proposal Format

Please respond to the RFI in the exact format outlined in this document. Your response should be provided on standard 8-1/2x11 inch paper and as an electronic word document to the indicated addresses.

B. Exceptions to the RFI

Additional information included in your response should contain a summary of advantages and additional costs or benefits these exceptions represent to CCI.

C. Vendor Contract

Please include a copy of your license agreement and terms and conditions. CCI reserves the right to negotiate all aspects of your license agreement and terms and conditions.

D. Evaluation Criteria

Listed below are the criteria that CCI will use to evaluate proposals and competing vendors.

Standard Functionality

Vendors will be scored based on their ability to perform the demonstration scenarios in Appendix C and show how their products meet CCI's needs.

Technical

Vendors will be scored based on their responses to Section 5 below.

Cost

Proposed Solution Application Modules
Product User and Technical Support
Training Credits (in terms of hours and location flexibility included in your price)
On-going Package Maintenance, Upgrades & Support
Miscellaneous
Total Cost of Ownership

Vendor Stability & Support

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Product Support Levels
User Manuals & Training Documentation
Product R&D expenditures
Installed Cable Industry Client List
Reference Accounts
Product Warranty

4. VENDOR & PACKAGE PROFILE

Please use the following template to answer all questions. Please be concise in your responses.

A. Vendor's Background

1	Discuss your current research and development activities. What percentage of sales is going towards Research & Development?	
2.	Describe legal issues or constraints that could affect a relationship with CCI.	
3	Describe those elements that differentiate your products from the other vendor's products with regard to CCI requirements (see Appendix A and C).	(Please use Appendix A and C to respond to this question. Only populate for those items you truly feel are major differentiators)
4	How many ERP implementations have you had in the Cable Industry within the last two (2) years? In total? Please provide company name and contact name and information where possible.	
5	Describe your future technology direction and how is this technology direction related to near-term (1-2 year's) product releases.	

B. *Vendor's Client-Base*

Please provide in an attachment a minimum of three detailed references that are comparable to CCI in size, configuration, complexity, scope/type of services requested, and recommended technical environment. Your references should include as much as possible of the following information:

- Client name
- Title
- Contact information
- Industry
- Application Modules Implemented
- Release Number
- Technology platform

CCI will request telephone meetings with these reference accounts targeting the week of April 19th. Members of the CCI package evaluation team will attend the telephone reference meetings.

Please also provide a list of at least 25 current (within the past year) customers who have bought and implemented the financial applications.

5. Technology and Training

A. System Installation and Maintenance

1.	What is your preferred database software and why?	
2.	Do these applications support remote diagnostics for application and hardware components?	
3.	Are new releases issued on a schedule? What is the current version of your software? What is the current release schedule? Chronologically discuss your recent release activity.	
4.	What is your company's policy on support for prior releases?	
5.	What are some highlights of added or changed functions and features planned for the next software release? What are the expected dates for the next major software release?	
6.	Describe the process that your company utilizes to resolve product issues and bugs.	
7.	Please describe under what circumstances/criteria, if any, CCI will have to pay for software upgrades to new versions and or releases.	
8.	Please provide one (1) set of user manuals and other appropriate documentation. These documents will be returned to you upon completion of the CCI package selection. You can bring these user manuals directly the demonstration session.	

B. *Application Set up and Maintenance*

1.	What report-writing tools are available / recommended for this application? Specifically, how does Business Objects interface with your package?	
2.	What interface tools are provided with your product? Specifically, how does Hyperion EssBase interface with your package?	

C. *Environment Configuration*

1.	Describe the preferred / recommended hardware environment needed to support these applications given the scope and usage described in this RFI.	
2.	Are there any specific LAN/WAN capacity issues/metrics regarding limits on volumes, concurrent or maximum number of users?	
3.	What configuration control facilities are delivered with the product?	

D. *Training and Documentation*

1.	What training services can you provide?	
2.	What is the timing of training credit validity? (CCI plans to conduct a phased roll-out over 14 months, and desires to have training credits available through that time frame).	
3.	What flexibility do you provide in terms of locations for training courses? Would you conduct training at CCI	

	divisional locations, if required?	
4.	Please describe the user and system documentation that is provided with the software license. What other system and user documentation is available?	

6. Pricing

Provide all information relative to pricing of solution offered. Please advise if solution pricing is based on a per user basis, a server license basis, a flat fee basis, a transaction, or other basis. Provide pricing on all individual components or optional services that you believe CCI may be interested. For optional services please note whether these options would be required based on CCI requirements or simply beneficial to CCI's immediate / long-term goals.

We expect this to be an all-inclusive and your best-discounted offer.

If any portion of the solution is priced separately please indicate and provide itemized pricing.

The table below is a suggested format only. Please use a format that best presents your price as long as it is itemized to the lowest level.

1.	Application Software License (itemize by module, if applicable) General Ledger Purchasing Inventory Warehouse Management Accounts Payable Accounts Receivable Expenses Fixed Assets Project Accounting Training/On-line Help Module EDI Other	
2.	Database License	

3.	Training classes, training materials and number of training hours included in your price.	
4.	Product Support and Help Desk - Itemize different levels - Include proposals for 7 years of support	
5.	Other recurring annual and monthly costs	
6.	Other one time costs	
7.	Product installation support	
8.	Other	

7. Warranty and Support

1.	Describe telephone support services provided. Discuss: • Timeframes (24 by 7, 8 to 5, etc) • Types of assistance available during these times frames. • Levels of support	Timeframe: Assistance Types: Levels of Support:
2.	Describe help desk support provided. • Hours of operation • Levels of support	Hours: Levels:
3	Describe technical support • How is it provided (via email, telephone, etc.)? • What levels of support exist? • How are requests prioritized?	How: What level: How prioritized:
4.	Do you publish frequently asked questions (FAQ)? If so, how are they distributed?	
5.	Please describe your warranty?	

Appendix A – Business and Functional Requirements

A. Detailed Business Requirements

- Please refer to the requirements spreadsheet:

"Consolidated Requirements 04-10.

  - Please respond Yes or No to each requirement with explanations as you see fit.
  - Indicate the module or application that you are referencing.
  - All answers should be based on standard, out of the box, "delivered" functionality. Where customization or bolt-on software is required, please describe the proposed solution.
  - Please describe where your product is a clear differentiator against the other vendor's product.
  - Do not answer "Y" to any requirement that cannot be supported by the specific application in consideration. Please mark these responses as "N" with an explanation of which additional applications would be required.
  - CGE&Y package specialists will review your responses and may request additional information. Please provide the name of the contact person responsible for each application and their contact information.
  - CCI reserves the right to contact the vendor during the implementation process to request an explanation of "Y".
  - If a requirement is unanswered, it will be interpreted and scored as a "N"

Vendor Response Information

Contact Name	Response Area	Telephone Number	Email Address

B. CCI ESSAY Questions

An essay question will be used to provide the vendor with the opportunity to address how applications would function when connected with an external application or to address a scenario that requires highly specific configuration and data elements. This enables the vendor to describe how the application works with external tools and to describe the methods of linking an external application.

Please describe your answers to the following questions in the space provided below. Please be concise in your response.

	Supply Chain Management Essays	Vendor Response
1	CCI is currently implementing Dolphin Handheld Devices to support their barcoding needs. Please describe your ability to integrate with this barcoding product. Please include a list of all transaction types, inquires, and functions that can be completed within the handheld device. Please identify any additional software / hardware that would be required to interface with Dolphin.	
2	CCI creates job estimates which include material and labor costs as part of their project authorization process. Once the estimate is approved, a project is created and purchase requests and material orders are created to procure the approved material / labor list. Describe how you would automate this process within your system including all appropriate approval processes and approval routing options.	
3	CCI would like to improve their demand planning and forecasting capabilities. What tools and application do you offer to assist with this process. How are these applications used? How do you differentiate yourself from your competitors in this respect?	
4	CCI plans on implementing workflow for Purchasing and Inventory transactions. This will include requisition approvals, stock request approvals, etc Please describe the standard workflow tools and options available for each of these modules. Describe how orders can be	

	Supply Chain Management Essays	Vendor Response
	routed (material value, item class, etc.), how alternate approvers can be assigned, how time limits can be established, e-mails can be generated, etc.	
5	Strategic Sourcing: Describe your strategic sourcing tools. Focus on your ability to conduct reverse auctions, conduct spend analysis, assess opportunities, use e-invoicing and e-fund transfers, and vendor performance analysis. Discuss your tools ease of use including ease of navigation through the process (checklist), ability to set up vendor pre-requisites, and ability to define non-cost qualitative evaluation questions. Describe your tools ability to be used to email vendors and internal participants in the sourcing project without leaving the tool.	
6	Contract Management: Describe your tools for managing contracts and tracking contract compliance and vendor performance. Describe how multiple contracts for the same item can be established for multiple vendors with vendors sourced based on lead times, regionalization, etc. Describe your supplier performance reporting tools	
7	Supplier Collaboration: Describe the tools you offer to allow vendors to participate in the procurement process by submitting and updating catalogs, updating their own contact information, assessing demand, providing feedback etc. Describe how automated PO acknowledgements and advance shipping notifications can work. Discuss how vendors can updated purchase orders and what applications are necessary.	
8	Maintaining a standardized, consolidated, and up-to-date item master and vendor master is one of the most important aspects of the procurement process. Describe your systems ability to prevent the addition of duplicate items and vendors, apply standards, and upload new items / vendors into the system. Describe your systems ability to mass change information including item	

	Supply Chain Management Essays	Vendor Response
	pricing and any additional management tools that you feel differentiate your package.	
9	CCI currently uses FastFax to fax PO's directly to vendors. In the future they want to use EDI to transmit PO's. Fast Fax and EDI transmittals should include T&C's as well. Describe your package's ability to automatically fax and EDI purchase orders. Please comment on the ability to attach terms and conditions or other attachments online that are also included with the fax.	
10	The PO / Receipt / Invoice matching process provides CCI with the necessary controls to ensure a smooth payment process. Describe how matching works in your system. Include all different types of tolerances and exceptions that can be setup and what they are based on (item, vendor, etc.). Describe who reviews match exceptions, what tools are available, and how exceptions are corrected. Describer you two-way and three-way matching process and ERS capabilities.	
11	CCI currently has issues identifying and managing their excess inventory (currently defined as a quantity greater than the max quantity for the item). Please describe the different methods you provide to identify excess . Describe if / how the purchasing process will flag a user and warn / stop them if they are requesting to purchase an item for which excess exists within the organization.	
12	Describe the functionality and processes available to reconcile the following "control" accounts from the sub-systems to the General Ledger: ▪ Inventory ▪ Inventory In-Transit ▪ Received Not Invoiced – Stock ▪ Received Not Invoice – Non-Stock	
13	In the future CCI plans on stocking and tracking material in individual trucks. Material will be transferred from the warehouse to replenish the trucks based on par levels established for each item.	

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	Supply Chain Management Essays	Vendor Response
	Users will scan / issue out material from their trucks as they use it. Describe how you would setup truck stocks in your system, what applications would be required to stock, track, and replenish truck stock, and the processes you would use.	
14	Some CCI systems have warehouses that operate in a hub / spoke environment. That is, the hub warehouse orders all material directly from vendors. The spoke warehouses then replenish their warehouses from the hub warehouse. Describe how your package supports a hub / spoke setup including automating the replenishment process, automating replenishment stock requests from hub to spoke warehouses, and taking into account spoke demand during the hub vendor replenishment process. Discuss how barcoding can be used to support this process.	
15	CCI currently does not have a good tool to manage material returns to the vendor. Please describe in detail the functionality your application provides to return material to the vendor and what automated processes it drives (such as automated credit memo creation in AP, automated expected receipt notice for returns, etc.)	
16	Describe your process to transfer material between warehouses, track open transfers, and review in-transit items.	
17	Discuss the different methods available to setup replenishment points and recalculate replenishment points. Discuss the factors that drive when an item is selected for replenishment and the reports that can be used to identify replenishment items. Discuss how items selected for replenishment can automatically generate purchase requests and purchase orders.	
18	Currently Cox engineers create designs for projects such as new constructions, upgrades and rebuilds. In order for components to be purchased or pulled from stock, a Bill of Materials must be generated from the design with specific	

	Supply Chain Management Essays	Vendor Response
	Cox part numbers. Currently this process is done manually. Please describe the functionality and or technology available to integrate a construction design generated from a Drafting & Design system (i.e., CAD) into your main ERP system for the purpose of creating a detail Bill of Materials (BOM). Explain the different methods within the ERP realm in which the BOM can be generated then be submitted for release and/or entered as a purchase requisition.	
19	Describe the different ways vendor pricing can be setup in the system such as catalogs, price lists, standard prices, price breaks, etc. Discuss the default pricing hierarchy when creating a purchase order. Discuss how contract pricing can override default pricing if applicable. Discuss how pricing history is tracked and audited. Discuss how savings reports can be produced showing actual purchasing costs vs catalog pricing purchasing costs or standard purchasing costs.	
20	Based on the requirements provided by CCI and your knowledge of the cable industry procurement and fulfillment processes, what modules do you feel are required for CCI (e.g. purchasing, inventory, order management, supply chain portal, work order). What additional modules would you see as enhancements in the future?	

	Capital Management Essays	Vendor Response
1	Provide an overview on how to Upload CAD information – includes material, BOM and statistical info for a project and sub-project creation. Indicate what methods can be used for the upload, from what sources (systems), identify the fields that would be required in the upload and the validations that would occur either in the upload or project review process. This refers to the ability of the software to extract content from a CAD drawing, not	

	Capital Management Essays	Vendor Response
	to attach a file.	
2	Discuss security features around project setup, maintenance and visibility.	
3	Discuss the ability to adjust forecast for period to date actual activity and the ability to aggregate individual projects to project categories in order to tie to a higher level budget process (reconcile top-down versus detail-up capital activity.	
4	Discuss the following Billing System Work order request (ICOMS) – trigger of client request from ICOMS (work order) to Inventory transfer to Assets and interface to ICOMS, serial number used & captured throughout the integration process. Outline the integration points and hooks that are delivered or can be leveraged in the application.	
5	Explain how information from an external system (i.e. ICOMS) might be imported to the projects module to provide ROI calculations.	
6	Discuss the ability to perform the following on an acquisition based on appraisal information: Generate and capture accurate system statistics, at appraised value instead of book value – ability to add at NBV and remaining life. Explain capabilities to maintain multiple depreciation schedules for a single asset.	
7	Discuss ability to enforce accurate asset description before interfacing from Projects, Accounts Payable into Asset Management. Describe the edits or validations that are available to ensure the description is populated.	
8	Describe the ability to define multiple asset books (CORPORATE, TAX, CA TAX, ACE) at least one of which posts depreciation to the General Ledger.	
9	Demonstrate capability to allow an outside contractor to update a project in the ERP system and restrict that same user to only the appropriate tasks	
10	Explain various methods of accrual of in-house, contract labor, and material. Discuss methods of distributing in-house	

	Capital Management Essays	Vendor Response
	labor between capital and expense projects. Discuss utilization of different processes for capturing labor costs.	
11	**Sarbanes-Oxley Compliance** When do you expect to deliver full S-O compliance functionality – what is the timeline for developing the application Explain how leading and COSO standards are embedded within the ERP framework and transaction areas to manage controls and requirements for Sarbanes-Oxley. Some areas of risk for CCI are CPE, inventory management for capital projects, visibility to contract management, thresholds around non-PO purchasing and aging of open work orders and projects	

	Finance Essays	Vendor Response
1	Describe the Reconciliation process from Vertex and detailed ledger transactions. Include estimating tax at the purchase order line item, then adjusting, when necessary, at the invoice line item. **What is the process for connecting and triggering the Geo Code validation on new entries and correction/adjustment items.** Define the ability to provide sales/use tax descriptions from purchase order distribution lines to receiving, landed cost, and invoice entry.	
2	Describe the process to interface tagged information (ex. subscriptions, travel, country club dues and other employee compensation for PR taxing purposes) from AP to PR for inclusion in payroll calculations.	
3.	What is your recommended best practice	

	Finance Essays	Vendor Response
	around payroll garnishments? Cox's current process is calculated payroll interfaced to GL with no detail visibility.	
4	Discuss the ability to support trade receivables. ICOMS is the system used for Customer Billing, Cash Applications and customer account management. This information would be interfaced to the ERP on a monthly or daily basis. Please describe the optimal process and location for this information in the ERP.	
5	Describe your best practices around record retention timeframes for a company the size of Cox Communications (Example: Number of years of transaction data).	
6	Within your package, you provide user flexible fields. If Cox chooses to use the flexible fields, are they automatically incorporated in the standard reports, or will the standard reports require modifications to display the flexible fields?	
7	What are the recommended best practices for archiving sub ledger information and summary GL information to keep drill down capability?	
8	Provide real life examples of chart of account design for companies similar in structure to Cox Communications.	
9	Provide samples of delivered AP, GL, EX and AR reports.	
10.	Explain the exception handling process for interface failures, rejections or corrections. An example is a failed vendor EFT or ACH payment - the transfer has not been processed and the bank submits a notification - how is that failure processed and re-addressed in Accounts Payable?	
11	Provide description for interfacing subscriber refunds into Accounts Payable invoice, vendor & payment tables to enable remittance creation. Describe the functionality to support payment history, bank check clearing, interface from AP to GL and escheat processing.	

	Finance Essays	Vendor Response
	Subscribers are billed and payments are received within ICOMS in some cases the customer is either overcharged or overpays on an invoice and the amounts needs to be reimbursed to them CCI is seeking the process to take the information from third party billing system and interfacing into Payables for payment processing.	
12	What self-service capability do you have for our vendors and internal customers? For examples viewing payment and invoice history – as a vendor or as an employee for expense reimbursements.	
13	How easy is it to have the flexibility to change from a centralized to a decentralized payment process and vice versa? Currently, CCI uses decentralized invoice entry and centralized payment processing through a third party. If CCI, should decide to modify their processing structure – how complex a change would this be?	
14.	AR - Are there limitations (Numbers) on: ▪ Collection Schemes ▪ Customer Types ▪ Bad Debt Methodology ▪ Billing Schemes	
15.	Security/Admin rights with multiples business uses of AR module. There will be several applications of AR within CCI to address Telephony, Hospitality, Employee reimbursements and other non-subscriber related transactions – how can the security be managed to ensure that the customer and payment information is isolated from all users.	
16.	Describe the aging/collections scheme within AR system ▪ Notification of past due, need to send to collections ▪ Multiple methodologies ▪ Are there limitations?	
17.	Discuss options within flexible billing cycles (can support calendar month, other user-defined month, percentage completion or progress billing) with Multiple billing schemes	
18.	Discuss your ability to support multiple AR GL offset accounts based on customer	

	Finance Essays	Vendor Response
	type or AR type.	
19	Describe if you have flexible invoice formats (multiple formats needed) dependent on AR Type.	
20.	Describe your lockbox processing, payment, and cash reconciliations process. Please provide a process flow and delivered API's or EIP's.	
21	Describe your ability to support electronic invoicing – EDI, email, or Fax (faxserver).	
22.	Program Cost CCI is currently reviewing responses to a separate RFP for calculation of Programming Costs, Royalties and other contractual based calculations. It is the expectation that Cost information will need to be interfaced into the Accounts Payable tables for invoice processing, payment and distribution to the General Ledger. Please describe the optimal process for interfacing this information into Payables for the process of paying and recording programming costs	

Appendix B – Key RFI & Meeting Dates

Date	Document & Activity	Contact Person
April 8 – 23, 2004	Cost of Ownership and Pricing Activities	Mark McGuire (mark.mcguire2@cox.com)
April 12, 2004 (end of day)	RFI Document to Vendors	Oracle PeopleSoft
April 14 & 15, 2004	Technology Demonstration Sessions	Kathy Darracott (kathy.darracott@cox.com) Wendy Halsey (wendy.halsey@cgey.com)
April 19, 2004 (end of day)	RFI Responses from Vendors	Mark McGuire (mark.mcguire2@cox.com) Wendy Halsey (wendy.halsey@cgey.com)
April 26, 2004 - after 1pm ET	Test Connectivity at CGE&Y ASE Location	Tom Kehner (thomas.kehner@cgey.com)
April 28, 2004	Perform ASE Demonstration Scenarios ▪ Supply Chain Management ▪ Capital Management ▪ Finance	Mark McGuire (mark.mcguire2@cox.com) Lakshman Charanjiva (Lakshman.charanjiva@cgey com)
April 29, 2004	Finalize Negotiations	Mark McGuire (mark.mcguire2@cox.com) Lakshman Charanjiva (Lakshman.charanjiva@cgey.com)

Appendix C – Vendor Demonstration Scenarios

Guiding principles for all demonstration scenarios:

- Vendors will be scored on the scenarios provided below. CCI reserves the right to disqualify vendors from the selection process if these specific scenarios are not demonstrated.
- Please emphasize the day-to-day usage aspects of the system in performing your demonstrations. While set-up is important, it is a one-time task. Therefore, please demonstrate only where requested or necessary to demonstrate a specific scenario.
- Please use standard product functionality to demonstrate the scenarios below.
- If an additional application is required to demonstrate the requested functionality, please clearly state this need prior to the demonstration.
- While conducting the demonstrations, please clearly articulate to the audience that you are "now demonstrating Scenario x.x", so the audience can appropriately score each demonstration scenario.
- For financial reporting, please demonstrate using standard tools. If you believe there is value in demonstrating additional reporting tools (e.g. data warehousing, business intelligence, enterprise performance), please do so only after addressing the specific scenarios below. Please make sure you clearly demarcate your demonstration of these tools from the standard products, and inform the audience that you are "now demonstrating the data warehousing tool ... ".
- Please leave 15 minutes at the end of your demonstrations for additional questions and comments.
- Sample CCI data has been provided separately to assist you in preparing for your demonstrations. Where specifically requested in the scenarios below, please ensure you use the sample data in your demonstrations.

A. *SUPPLY CHAIN SCENARIOS*

The following scenarios will review each ERP package's ability to create a flexible materials management processing and reporting structure including the optimization of a shared item master, ability to automatically match a purchase order and receipt of goods, and the ability to associate project and / or asset information to purchase order distribution line items.

KEY PERFORMANCE INDICATORS

1	Ability to support an efficient procurement process (simple requisition entry, flexible requisition approval process, simple / automated RQ to PO creation process).
2	Ability to enter a purchase order with multiple line items, delivery dates, ship-to locations, projects, and accounts.
3	Ability to setup a requisition approval structure containing at least four levels.
4	Ability to support an efficient fulfillment process (material request, approval, and picking).
5	Ability to allocate inventory to projects and expense accounts as it is issued out of the warehouse.
6	Ability to perform efficient cycle counts.
7	Ability to support high transaction volumes
8	Ability to match the receipt of goods to a purchase order and automatically update inventory on hand balances upon receipt.
9	Ability to manage inventory and demand across hierarchical and company structures, able to manage across the whole organization as well as at the regional and locations.
10	Able to perform integrated planning – utilizing historical and established measures in addition to market or planning metrics for a complete plan.
11	Ability to utilize and schedule standard reports for daily and cyclical operations management

#	A. Item Master
	Demonstration Scenarios for ASE Session
A.1.1	Add an item to the global item master including the following: ▪ Unit of Measure ▪ Categorization (i.e. Material Group Code, Item Category Code, Item Class Code, etc.) ▪ Item Statuses (i.e. active, inactive, etc.) ▪ Multiple Manufacturer Item Numbers ▪ Multiple Vendors with different costs and purchasing units of measure. ▪ How default issue accounting can be associated to items.

#	A. Item Master
A 1.2	Associate the item from 1.1 to a warehouse (business unit or organization). ▪ Add default picking and putaway locations for the item ▪ Add putaway rules to the item. ▪ Add picking rules to the item. ▪ Show where the item cost can be maintained at the warehouse level.

#	B. Requisitioning & Purchasing
	Demonstration Scenarios for ASE Session
B.1.1	Using e-Procurement and the item created in A.1.1, create a purchase request from a vendor that WILL NOT update inventory balances upon receipt. Assume the purchase request will be drop shipped to a project site. ▪ Demonstrate how the user will enter the project number the material is being purchased for.
B.1.2	Using e-Procurement and the item created in A.1.1, create a purchase request from a vendor that will update inventory balances upon receipt. ▪ Demonstrate how the user will enter the warehouse (business unit or organization) the material will be shipped to / received into.
B.1.3	Approve the purchase requests entered in B.1.1 and B.1.2.
B.1.4	Using basic sourcing, create one purchase order from the two requisitions. ▪ Demonstrate how the system selects a vendor and assigns a price to the purchase requisitions / purchase order.
B.1.5	Define how "Excess" inventory can be identified in the system. Demonstrate how the system can warn or prevent a requestor from placing an order for an item where there is "Excess" inventory available in another warehouse in the organization.

#	C. Inventory
	Demonstration Scenarios for ASE Session
C.1.1	Using a handheld device (or emulator), receive the PO entered in B.1.4.
C.1.2	Using a handheld device (or emulator), putaway the material received in C.1.1. ▪ Show the resulting debit and credit transactions posted to the sub-ledger.
C.1.3	Understanding that a service technician does not purchase material from a vendor and only requests material from one warehouse, demonstrate your stock request entry process. ▪ If using the same tool as a purchase requester would use, highlight how the system differentiates between a purchase request and a stock request and how Cox can ensure technicians don't purchase from vendors and ensure purchase requests are routed to the vendor not the warehouse. ▪ Highlight where accounting information and technician number are entered on the order.
C.1.4	Approve the stock request entered in B.1.3.

#	C. Inventory
C.1.5	Stage multiple stock requests for the same item and the same technician. Show how a technician's orders can be grouped together and scheduled to be picked.
C.1.6	Using a handheld device (or emulator), demonstrate how a user is directed where to pick material and how to confirm that material has been picked. Demonstrate how the multiple order lines for the same item in the same location and same technician can be grouped into one picking line on the handheld device.
C.1.7	Assuming the material that was picked in C.1.6 is now staged for "will call" pickup, use a handheld device (or emulator) to demonstrate how pickup (shipment) of the material can be confirmed. ▪ Show the resulting debit and credit transactions posted to the sub-ledger.
C.1.8	Cox currently creates project based Bills of Material in their project application and releases the approved bills into inventory to create demand. Using a previously established Bill of Material, demonstrate how that BOM can be released into inventory and be scheduled for picking.

	Sample Supply Chain Data for Demonstration Scenarios
1	Item information for use in the Supply Chain scenarios is included in the attached file. "SCM Sample Data for Demonstrations.xl

D. *Capital Management Scenarios*

The following scenarios will review each ERP package's ability to create flexible project accounting roll-up and reporting structures, budget and post capital expenditures at a detailed level, report on commitments and actuals against project budgets at a detailed and summary level, and interface completed projects into the fixed asset system. The scenarios focus on the integration points throughout the supply chain and finance organizations.

KEY PERFORMANCE INDICATORS

1	Ability to design a flexible structure that will allow users to report by project, task, field location, district, project type, and CCI as a whole.
2	Ability to manage projects centrally from one entry point into requisition, budget and capital applications.
3	Ability to track project expenses at a detailed (project category / account) level.
4	Ability to budget at a detailed (project category / account) level and track / report on change orders, and commitments and actuals against budgets and forecasts.
5	Ability to easily interface completed projects into the fixed assets system based on project category / account.
6	Ability to upload new projects and project budgets from a flat file, spreadsheet, or database (e.g. Excel, Access, 1-2-3).
7	Standard Capital Expenditure Reports (Budget vs. Actuals)
8	Ability to inquire detail information about a capital project from financial, capital and budgeting applications.
9	Ability to correlate summary budgeted information to detailed project (macro projects to detail projects/activities/tasks) to facilitate analysis and reporting.

#	PROJECT MANAGEMENT
	Demonstration Scenarios for ASE Session
PM1	Create estimate for project St. Andrews. (See the Project tab and Resource Sheet for project hierarchy) a. Upload from Microsoft Excel. (See Project Hierarchy tab for project) b. Copy the St. Andrews project and rename as the other four projects in the hierarchy (Shinnecock Hills, Oak Hills, Bethpage, and La Costa) c. Send project St. Andrews from project manager Tiger Woods to Construction Project Manager Arnold Palmer for approval.
PM2	Demonstrate sending St. Andrews project budget to GL. (see Project Cost Estimate tab) a. Export St. Andrews project to MS Project. b. Make changes in offline (MS Project version) and upload as iteration 2 and show upload into GL c. Show GL budget for all 5 projects rolled up into resource categories
PM3	In-progress project administration (This will focus ONLY on the St. Andrews Project) a. Show project receiving detailed material costs (individual inventory items as well as kits) from items pulled from inventory. Show process flow from requisition (from stock) to issue. (Use item master in

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#	PROJECT MANAGEMENT
	Item Master tab) b. Demonstrate the contractor self-service capability to submit an invoice, view the invoice status (See Labor Invoice tab for invoice) c. Go to project and drill back to origin of the transaction in AP; view the invoice, PO, and requisition. d Update task by contacting the project manager through the supplier portal. Show workflow approval of submitted invoice/task updates. e. Show project receiving in-house labor costs at the task level. f. Show % complete reports by contractor and by supervising engineer (as set up in step b) **All reports should be exported to Excel and printable directly from the application.
PM4	Phase Completion of Project St. Andrews. a. Complete tasks associated with aerial coax (2 xx) b. Send CIP costs to fixed assets based on task 2 in the project plan. Place in the New Aerial Coax asset category c Demonstrate ability to reflect new miles created and homes passed from task 2 d. Repeat tasks for phase 2-3 (It is not necessary demo both iterations; this will be used in subsequent steps.)
PM5	Demonstrate project reconciliation for materials, inside labor, outside labor, new aerial coax asset category (plan vs. actual). a. Show estimate to actual reporting and budget to actual reporting. a. Include miles, dollars, and quantities (See Design and Engineering tab for homes passed) b Show cost per mile and variance to estimate and budget
PM6	Demonstrate project completion and associated activities. a. Show ROI reporting by total project cost, project mile cost, homes passed cost, node cost, plant type cost against actual revenue generation from subscribers (RGU's) based upon standard rates provided for the first six months of the project (See Actuals tab for revenue information and Design and Engineering tab for plant statistics)

E. ASSET MANAGEMENT SCENARIOS

#	FIXED ASSET MANAGEMENT
	Demonstration Scenarios for ASE Session
FA1	Demonstrate asset creation (see Asset Invoice for details) a. Show creation of asset header information (direct input) b. Accept charges to an asset from importing a PO i Show import of a single, multi-part asset

#	FIXED ASSET MANAGEMENT
	ii. Show import of multiple similar assets
FA2	Perform asset reporting Including: (see Asset Invoice for details) a. Show depreciation forecasting including multiple depreciation methods i. For 2100 GH1 Laptop, depreciate 3 years straight line ii. For HP Laserjet 4100, depreciate 5 years straight line plus bonus depr. iii. For Space Invader game, expense b. For tax jurisdiction reports, show reporting on an asset that exists in multiple jurisdictions For example, there is distribution plant that runs through three tax districts. c. Explain geocode maintenance process (Vertex) – This should be addressed in detail as an essay but addressed verbally/demonstration in summary d. Show fixed asset to GL reconciliation capability/reporting e. Standard audit reports (Fixed Asset listing, disposition reports showing amounts by year)
FA3	Show partial and full asset retirement and drill down to asset from General Ledger to assets and projects

	Sample Capital Data for Demonstration Scenarios
1	Complete Capital Project Hierarchy and project details are included in the attached file for use in the Capital Management/Fixed Asset scenarios. "St. Andrews Development.xls"

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F. FINANCE PROCESSING SCENARIOS

The following scenarios will review each ERP package's ability to create flexible General Ledger, Payables, Expense and Receivables transaction processing and reporting. Demonstrate the ability to easily reorganize lines of business, field locations and regional hierarchies based on a dynamic industry. Automatically allocate expenses to projects and accounts, and track and report on statistical data such as subscribers, miles, head counts and hours.

KEY PERFORMANCE INDICATORS

1	Ability to quickly and efficiently reorganize the General Ledger reporting structure(s).
2	Ability to roll up information at each level (CCI, Region, Operations, Location, Department).
3	Ability to record statistics and use for allocation and budgeting purposes.
4	Ability to distribute reports to end-users and user groups in a variety of electronic and printed formats.
5	Ability to create flexible ad-hoc reports vertically and horizontally at different roll of levels and provided different views.
6	Ability to create recurring transactional information quickly and using a variety of methods for Journal entries, payables invoices and receivables entries.
7	Ability to quickly access information within the ERP from all areas to manage the analysis and reporting needs from a central repository.
8	Utilize electronic interfaces and means of transferring information from source to the ERP.
9	Ability to utilize centralized chart of accounts structure to provide the necessary level of detail needed to manage the needs of a diverse and dynamic operations.
10	Ability to use technology to increase the speed of analysis, close and reporting to meet market and governance requirements.
11	Ability to join controls, processes, workflows and notifications into the ERP to demonstrate internal control compliance and to highlight areas of gap for management review or remediation.
12	Ability to automatically match an invoice to a purchase order and receipt of goods (three-way match).
13	Ability to maximize discount-handling functionality and the affect on capital projects.
14	Ability to process larger volume of data and more accurately with validations and reviews embedded into processes.

#	Finance (Payables, Receivables, GL, & Expenses)
	Schedules.xls (Vendor-Hello (F3d)' and 'Invoice Direct Inc,.TIF' E AP - Atlantix Global Systems, LLC: invoice with correct sales tax. See *'Finance ASE Supporting Schedules.xls (Vendor-Atlantix (F3e)' and 'Invoice with correct sales tax.TIF'* F. AP - Alpha Technologies Inc.: requires invoice to accrue sales tax. See *'Finance ASE Supporting Schedules.xls (Vendor-Alpha Tech (F34f)' and 'Invoice with accrued taxes.TIF'* G AP - Harmonic Inc: requires wrong tax rate charged, item suppose to be shipped to Atlanta vs. California. See *'Finance ASE Supporting Schedules.xls (Vendor-Harmonic (F3g)' and 'Invoice to pretend was shipped to Atlanta (wrong tax rate charged).TIF'* H JE - Upload one Reversing Entry See *'Finance ASE Supporting Schedules.xls (JE (F3h)).* I. JE – Record on Direct Entry of an Inter Unit entry without using Due To/Due From accounts. See *'Finance ASE Supporting Schedules.xls (JE (F3i)).* J. JE – Set up and record 2 months worth of a Reoccurring Entry of an amortization of a prepaid in future periods. See *'Finance ASE Supporting Schedules.xls (JE (F3j)).*
F4	Demonstrate the creation of two Allocations. A Allocation records Operating Cash Flow for Cox Media as Allocated Revenue to Core Video. Impact of entry creates zero cash flow on Cox Media's books and increases revenue on Core Video's books. Record a subsequent expense on Cox Media's books & rerun allocation to see impact of reducing allocated revenue. Vendors not required to use exact numbers, but this concept. See *Finance ASE Supporting Schedules.xls (JE (F4a)).* B Allocation from corporate to field locations based on statistical information. ERP stores statistical information of Ending Subs, however allocation should be calculated based on Average Subs * a static rate. See *'Finance ASE Supporting Schedules.xls (JE (F4b)).*
F5	**Set up** and create **(run)** a Profit & Loss report using your finance reporting tool, such as nVision or FSG ▪ Drill down o Operating Expense → Office Expense → Office Supplies → Transactional Detail → AP invoice
F6	Log on to the system as a user with an accounting analyst profile and per form the following inquiries: ▪ Create an Account Ledger inquiry in each of the modules (GL, AP, AR, AM, and Projects) o For GL, show Actual to Actual, Actual to Budget, Current Accounting Period, and Year to Date o Analyst should only be able to view transactions and not be able to make updates or modifications
F7	Another company accidentally cuts part of Cox's fiber network. Demonstrate how Cox can invoice the company for an estimated amount to cover costs for the fiber cut. ▪ Then, subsequent to invoice entry, associate the pre-payment invoice to a project. ▪ Incur charges to the project that are less than the pre-payment amount ▪ Create a debit memo that feeds to AP to create the voucher **Questions to address:** ▪ What information is passed from AR to AP?

#	Finance (Payables, Receivables, GL, & Expenses)
	▪ Is address book information copied from AR to AP?
F8	Demonstrate the ability to import into AR detailed information in order to create a customer invoice. See *'Cox Media AR Invoice Example.htm'* ▪ Reconcile Import ▪ Create Invoice ▪ Post to AR ▪ Run Customer Report to see AR tables populated ▪ Apply Cash Receipts with a short pay of $200.00 ▪ Create Credit Memo to clear invoice and outstanding AR.
F9	Explain currently existing, out of the box, Sarbanes-Oxley capabilities, including the following: ▪ Ability to import risk and control libraries ▪ Track and update the controls, ▪ Demonstrate audit triggers within fixed assets and inventory applications – releasing or reducing stock or assets without appropriate approvals or security. ▪ Reporting – audit functions, report results, ▪ For functions not currently available, what is the planned release timeline for that functionality, will it be accelerated delivery of bundles, patches or mid release updates? In order to meet the changing regulatory conditions

Finance Data for Demonstration Scenarios

	Sample Finance Data for Demonstration Scenarios
1	CCI Operational and Organizational Structure – overview for information "Cox Communications Inc
2	Data supplied by CCI for Scenarios – sample project timecards (F2), vendor information (F3), journal entries (F3), and allocations (F4). "Finance ASE Scenario Supporting